

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reminder of Current and Upcoming Planning Requirements

FROM:

OL/IMSS

EXTENSION

NO.

DATE

01 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Paul

2.

Clayton

3.

Walt

4.

John

5.

Mike

6.

Luree

7.

Betty

8.

9.

10.

11.

12.

13.

14.

15.

The attached memo was sent out recently to the OL divisions and staffs. IMSS needs to respond to this memo as well. Please note the next due date for your milestone charts (30 June) and see if you can come up with any good topics for the Quarterly.

Paragraph one is for real. We must have your 3rd Quarter activities by 21 June firm i.e., info about the latest progress of FCS, CLAS, etc., etc., etc. We will be operating under a much tighter timeframe this time around.

Thanks.

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Thanks,



04/31/88
Official

MEMORANDUM FOR: Chief, Personnel & Training Staff, OL
 Chief, Procurement Management Staff, OL
 Chief, Security Staff, OL
 Acting Chief, Agency Contracts Group, OL
 [redacted]
 Chief, Facilities Management Division, OL
 Acting Chief, Printing & Photography Group, OL
 Chief, Real Estate & Construction Division, OL
 Chief, Supply Division, OL

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FROM: [redacted]
 Chief, Information & Management Support Staff, OL

SUBJECT: Reminder of Current and Upcoming Planning Requirements

REFERENCE: FY 88 OL Planning Calendar and Planning Guide

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1. The next OL Quarterly has been scheduled for 28 and 29 July 1988 in the Headquarters Auditorium [redacted] respectively. At the request of the D/L, this Quarterly and those for the future will be held much closer to the end of the quarter than in the past. This Quarterly is being held 3 weeks earlier than usual, which will significantly impact upon the amount of time we will have to prepare and coordinate presentations, and have slides made. Accordingly, please forward to IMSS by 21 June 1988 a synopsis of your 3rd-Quarter FY 88 significant activities to date, listed in the order of their importance. Pertinent statistics for the quarter must be forwarded to IMSS by 6 July. Due to the new stepped up schedule, you may need to gather statistics earlier than usual. Hopefully, this will enable us time to prepare the quarterly activities update and have slides made in time for the "Dry Run" on 15 July. Please adhere to these due dates.

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2. As in the past, individual presentations in the OL Quarterly will precede the quarterly activities update. The D/L wants talks on subjects that will be educational and will help logisticians to do their jobs better. So that we can recommend other interesting and timely agenda topics for the D/L's approval, please call [redacted] no later than 10 June --earlier if possible--with suggested topics and speakers.

3. This is also to remind you that updated milestone charts, as of the end of the 3rd Quarter FY 88, for all your FY-88 Directorate- and Office-level objectives are due in IMSS by 30 June 1988. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter.

4. Please type at the bottom of each milestone chart a brief description of activity on the objective during the 3rd Quarter FY 88, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter.

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5. If you have any questions, please contact [redacted]
 [redacted] Thanks once again for your support.

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Distribution:

- 1 - Each Addressee
- 1 - O-D/L
- 1 - C/B&FB/OL
- 1 - OL/IMSS Official
- 3 - OL/IMSS (w/milestone charts)
- 1 - OL/IMSS Chrono
- 1 - OL Reader

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